



**Minutes from the Regular Meeting of the
Board of Trustees
April 13, 2015
5:30 p.m.
York Academy Regional Charter School**

I. Call to Order

The regular meeting of the Board of Trustees was called to order at 5:35 p.m. by Nancy Ahalt.

II. Roll Call

Board members in attendance: Allison Yinger (6:05), William Dannehl, Susan Krebs, Stephen Tansey, Patrick Ball, Edward Bird, and Nancy Ahalt.

Staff attending: Bomi Kim-Myers, Keri Schmid, Katie Piccone, Amy Kerstetter, Caitlyn Michael, Sarah Mingle, Monik Johnson, James Pastore, and Tina Ziegler

Others present: Dondra Lewis, Christa Raught, and Mark Raught

III. Approval of the Minutes from the Regular Meeting of March 9, 2015.

With one change of wording under #3 of Academic Assessment and Curriculum, a motion to approve the minutes was approved unanimously.

IV. Monthly Instructional Report

Instructional Reports were given by the Second Grade Team consisting of Mrs. Kim-Myers, Mrs. Piccone, and Ms. Schmid, and the Third Grade Team consisting of Mrs. Kerstetter, Mrs. Michael, and Mrs. Mingle.

The Board of Trustees then dismissed themselves for an Executive Session at 6:08 p.m. and returned at 6:45 p.m.

V. Public Comment on Agenda Items

None

VI. Petitions and Communications

A. Report – Acceptance of Resignation

A report was made to the Board of Trustees accepting the resignation of Dr. Dennis Baughman, as President and Member of the York Academy Regional Charter School Board of Trustees, effective March 16, 2015.

VII. Reports from Committee

A. Personnel

Sue Krebs

1. Report – Acceptance of Resignation

BE IT RESOLVED, by the Board of Trustees, that the resignation of Mr. James Pastore as Chief Academic Officer, effective June 30, 2015, be approved.

Motion to approve offered by Sue Krebs; seconded by William Dannehl. The vote was unanimous.

2. Report – Creation of Position

BE IT RESOLVED, by the Board of Trustees, that the position of Chief Executive Officer, York Academy Regional Charter School, be approved.

Motion to approve offered by Sue Krebs; seconded by Edward Bird. The vote was unanimous.

3. Report – Approval of Job Description
BE IT RESOLVED, by the Board of Trustees, that the job description for the position of Chief Executive Officer be approved.

Motion to approve offered by Sue Krebs; seconded by Patrick Ball. The vote was unanimous.

4. Report – Approval of Severance Agreement
BE IT RESOLVED, by the Board of Trustees, that the severance agreement for Mr. James Pastore upon his resignation of June 30, 2015 be approved.

Motion to approve offered by Sue Krebs; seconded by William Dannehl. The vote was unanimous.

5. Report - Request to Attend Conference
BE IT RESOLVED by the Board of Trustees that the request of Mrs. Tracy Zeiders, Reading Specialist, Mrs. LaTosha Wright, IB Facilitator, Ms. Kelley Waninger, First Grade Teacher, and Mrs. Brooke Thoman, Kindergarten Teacher, to attend the 2015 PAFPC Annual Conference, May 3-6, 2015 in Seven Springs, Pennsylvania at a cost of \$3,452.00 paid from Title II funds be approved.

Motion to approve offered by Sue Krebs; seconded by Stephen Tansey. The vote was unanimous.

***B. Academic Assessment and Curriculum
No Report***

Ellen Johnson

C. Finance and Facilities

William Dannehl

1. Report – Approval of Accounting Firm
BE IT RESOLVED, by the Board of Trustees, that the accounting firm of Kochenour, Earnest, Smyser, and Burg selected to perform the annual audits for 2014-2015, 2015-2016, and 2016-2017 be approved.

Motion to approve offered by William Dannehl; seconded by Patrick Ball. The vote was unanimous.

2. Report – Request for Use of Facility
The following request for use of facility is reported:
 - a. York Red Raiders AAU Team for use of the York Academy Gymnasium, Tuesdays and Fridays, April 27 through June 29, 2015 from 6:00-8:00 p.m. The fee for this usage will be an hourly custodial/utility charge of \$25.00 per hour.

3. Report – Budget Update
It was reported that all budget implications as a result of the resolutions approved at this meeting will be presented at the meeting of the Board of Trustees in May.

D. Nominating

Nancy Ahalt

1. Report – Review of Candidate for Board of Trustees
It was reported that the Board of Trustees will interview a candidate for a position on the York Academy Board of Trustees on May 11, 2015 at 5:00 p.m.

E. Marketing

Stephen Tansey

No Report

F. Administrative Services

Ed Bird

1. Report – Adoption and Implementation of New and Revised Policies
BE IT RESOLVED, by the Board of Trustees, that the following policies be approved for implementation:

Employees Section

- a. Cross Reference Sheet 300***
- b. Policy 301: Creating a Position (New)***
- c. Policy 302: Employment of Chief Academic Officer (New)***
- d. Policy 304: Employment of Charter School Staff (New)***
- e. Policy 305: Employees on Leave From Other Public Schools (New)***
- f. Policy 307: Student Teachers/Interns (New)***
- g. Policy 309: Assignment and Transfer (New)***
- h. Policy 312: Evaluation of Chief Academic Officer (Revised)***
- i. Policy 313: Evaluation of Employees (Revised)***
- j. Policy 314: Physical Examination (New)***
- k. Policy 317: Conduct/Disciplinary Procedures (Revised)***
- l. Policy 317.1: Educator Misconduct (New)***
- m. Policy 319: Outside Activities (New)***
- n. Policy 323: Tobacco (New)***
- o. Policy 324: Personnel Files (Revised)***
- p. Policy 326: Complaint Process (New)***
- q. Policy 330: Overtime (New)***
- r. Policy 331: Job Related Expenses (New)***
- s. Policy 333: Professional Development (Revised)***
- t. Policy 334: Sick Leave (Revised)***
- u. Policy 335: Family and Medical Leaves (Revised)***
- v. Policy 336: Personal Necessity Leave (Revised)***
- w. Policy 337: Vacation (Revised)***
- x. Policy 339: Uncompensated Leave (New)***
- y. Policy 348: Unlawful Harassment (Revised)***
- z. Policy 351: Drug and Alcohol Abuse (New)***

Operations Section

- aa. Policy 806: Child Abuse (Revised)***

Motion to approve offered by Ed Bird; seconded by Patrick Ball. The vote was unanimous.

2. Report - Enrollment Report

The enrollment for the York Academy as of Thursday, April 8, 2015 is as follows:

Registrations by Grade:

Kindergarten:	75 students	
Grade One:	75 students	
Grade Two:	75 students	
Grade Three:	75 students	
Grade Four:	74 students	
Grade Five:	75 Students	
	TOTAL	449 students

Registrations by District:

Central York:	26 students
Dallastown	5 students
Dover	10 students

Eastern	3 students
Northeastern	10 students
Red Lion	11 students
Spring Grove	10 students
West Shore	1 student
West York:	26 students
York City:	315 students
York Suburban	32 students

G. *Audit*
No Report

Patrick Ball

VIII. **Petitions and Communications**
None

IX. **Chief Academic Officer's Monthly Report**

James Pastore

A. Report – Chief Academic Officer

Mr. Pastore reported on the following: Summer Academy and Summer School; Title I; Dover Grant Update; Responsive Classroom Sampler; Charter School Leadership Workshop on May 8; PSSAs; the After-School Programs and WIN; the baby chicks; Grandpals' Day; Rosetta Stone; and upcoming events.

B. Report – Business Manager

Monik Johnson

\$207,250 Charter School Implementation Grant: *M. Johnson continues to meet with J. Pastore to review the status of the grant. The grant was approved for \$207,250 and \$202,067 or 97% has been utilized. The new grant term ends September 30, 2015.*

Student Improvement Grant (SIG): *York Academy has been designated a Focus School by PDE and therefore allocated \$69,699 in SIG funds for the 2014-2015 school year. These funds will be used for literacy materials in the areas of Social Studies, SPED/GIEP, Speech and Library instruction; professional development for mentor training/certification for the CAO and interactive equipment (projectors/whiteboards) for labs and classrooms. To date, we have utilized \$34,910 or 50% of the grant.*

Ready to Learn (RTL) Block Grants: *York Academy has been granted \$18,960 to be used for strategies to attain or maintain academic performance targets. To date, we have utilized \$9,522 or 49% of the grant.*

Peoples Bank Line of Credit: *The line of credit has been increased to \$600,000. This amount would fund our expenses for at least one month compared to the prior limit of \$200,000.*

2015-2016 Budget: *M. Johnson has presented the 2015-2016 budget draft to the Finance Committee for review and approval. The Finance Committee will implement revisions and plan to approve the budget and present it to the board at the May Board meeting.*

Health Insurance Adhoc Committee: *The Committee has held three meetings to continue discussion regarding healthcare plan options for the December, 2015 renewal. The group is narrowing down the plan options and looking into the framework of those plans. M. Johnson has gathered information on volunteer benefits for employees. (Short term and Long term disability). This information will be presented for Committee review at the next meeting.*

EITC Contributions: *York Academy has submitted a grant request to the York Academy Foundation for \$29,000. The grant request will offset the Inspire Music Program cost.*

AUDIT RFP: An RFP for the annual audit process went out to seven accounting firms. The Finance Committee approved Kochenour, Earnest, Smyser, and Burg to perform the audit services for the fiscal years 2014-2015, 2015-2016, 2016-2017.

Federal Programs Review: York Academy had the first Federal Programs Review of the school's Title I & II programs. The review went very well and thanks to our Reading Specialist for coordinating the program review preparation. This review occurs every three years.

CPR Instructor Certification: York Academy's School Nurse has been trained and certified as an instructor for CPR, First Aid and AED certification. She will be able to train the staff and save the school the cost associated with this type of training.

Other Items for discussion:

Cash on Hand:

Unrestricted cash balance of (3/31/2015): \$1,100,236 (liquid)

Current receivables of (3/31/2015): \$627,723

Term loan available balance: \$600,000

Total: \$2,327,959

Average expenses: \$450,000/month

Cash/Cash Equivalents on hand: York Academy currently has available 5.17 months or 155 days of cash on hand as of 3/31/15.

YARCS Accounts Receivable Report: March 31, 2015				
School District	June	February	March	Total Due
Central	1,627.87	22811.4-Paid	22,908.57	24,536.44
Dallastown	-	10317-Paid	21,276.15	21,276.15
Dover	-	-	21,228.41	21,228.41
Eastern	-	1879.48-Paid	3,421.81	3,421.81
Northeastern	-	13881.78-Paid	14,983.81	14,983.81
Red Lion	-	14,352.57	16,704.33	31,056.90
Spring Grove	-	9875.82-Paid	9,891.76	9,891.76
West Shore	-	772.25-Paid	1,042.46	1,042.46
West York	-	28390.56-Paid	32,108.13	32,108.13
York City	-	326674.95-Paid	453,762.21	453,762.21
York Suburban	-	43853.33-Paid	13,783.54	13,783.54
National School Lunch Prog.	-	18013.64-Paid		-
G5 - Dept. of Education	-	-		-
Other invoices	-	140.4-Paid	632.00	632.00
Total Due:	1,627.87	14,352.57	611,743.18	627,723.62

X. Treasurer's Report

Patrick Ball

- A. Report – Approval of York Academy Financial Statements
BE IT RESOLVED, by the Board of Trustees that the York Academy Regional Charter School Financial Statements as of March 31, 2015 be approved as presented, subject to audit.

Motion to approve offered by Patrick Ball; seconded by Edward Bird. The vote was unanimous.

- B. Report – Approval of Bills
BE IT RESOLVED, by the Board of Trustees, that the provided listing of bills be approved for payment.

Motion to approve offered by Patrick Ball; seconded by Stephen Tansey. The vote was unanimous.

XI. Old Business

None

XII. New Business

Mr. Dannehl reported that letters of intent to staff of the York Academy who will be returning for the 2015-2016 school year will be sent out this week.

XIII. Comments from the Public

None

XIV. Meeting/Activity Dates

- A. April 13-May 1, 2015 – PSSA Testing
- B. April 18, 2015 – Kindergarten Registration, 8:00 a.m. – 2:00 p.m.
- C. May 4 – 8, 2015 – PSSA Testing Make-Up
- D. May 4-8, 2015 – Book Fair
- E. May 7, 2015 – Grandparents' Day
- F. May 8, 2015 – Literacy Night, 6:00 – 7:30 p.m. (tentative time)
- G. May 11, 2015 – Board Candidate Interview, 5:00 p.m.

XV. Items for Distribution

None

XVI. Adjournment

The meeting adjourned, by unanimous vote, at 7:16 p.m..